

DOWNTOWN SIGN GRANT

The Downtown Sign Grant is designed for permanent sign projects for downtown buildings and properties within the boundaries of the Longmont Downtown Development Authority (LDDA). **This grant is a reimbursement with funds dispersed after the approved signs have been installed and inspected. Work may not begin until grant has been approved or applicant has received staff acceptance.**

The maximum grant is 25% of eligible sign costs with a cap of \$3,500, contingent on available funds. Sign incentives can be phased per business until the \$3,500 limit is reached.

The applicant is required to meet with LDDA staff to discuss project details prior to starting the project and applying for the grant. The applicant must submit a completed application, including all applicable checklist items. No incomplete applications will be reviewed. Fully completed applications will be reviewed and once approved by staff, applicant may then start work.

Although all signs will need a Certificate of Compliance from the LDDA, this does NOT constitute a sign grant, approval of a sign grant or permission to proceed with installation. It is a separate process.

Completed applications must be turned in to the LDDA office at 320 Main St. Longmont, CO, 80501.

- The full grant application must be submitted to the LDDA and approved BEFORE the applicant installs signage. If signage is installed before grant approval, the grant application is forfeited and ineligible for funding.

Upon approval, the applicant has **six months** to **begin** their project. Extensions may be accepted in writing explaining the reasons for the delay. Project must be **completed within one year** of date of approval. Failure to do so will forfeit the grant. If final project costs exceed the overall project cost reported in the application, the applicant is only eligible for reimbursement of costs that were submitted and approved with the grant.

DOWNTOWN SIGN GRANT APPLICATION CHECK LIST

The following items must be included with the application.

- Proof that real and personal property tax payments are up to date for the property and the business applying for the grant.
- Proof that sales tax payments are up to date for existing business only. You can request a print screen of your account from the City Sales Tax Department at (303) 651-8674.
- Two professional contractor estimates with separate costs for signs, support structures, lighting fixtures, electrical, hardware, installation, etc.
- Professional architectural design drawings or color photo simulations with details of the proposed signs, support structures, and lighting, etc.
- Current color photos of the building or property with existing signs, support structures, lighting, etc.
- Written approval of the project from building owner, if leasing.
- Certificate of Compliance for the sign design from the LDDA.
- Complete grant application.

DOWNTOWN SIGN GRANT ELIGIBILITY CRITERIA

The following items are program criteria.

- The proposal follows the Downtown Sign Design Standards and City codes.
- The proposal includes an overall sign plan for the building that is professionally designed.
- Signs are designed to be easily updated/changed as businesses change.
- Grant funding will be awarded primarily for design features that stay with the property, such as electrical, lighting fixtures, hardware, etc.
- Professional design services and installation costs for sign features that stay with the property are eligible reimbursement costs.
- Awnings and canopies are also eligible for grant funding.
- **IMPORTANT:** The full grant application must be submitted to the LDDA and approved **BEFORE** the applicant installs signage. If signage is installed before grant approval, the grant application is forfeited and ineligible for funding.

Features not eligible for grant funding include:

- New cabinet signs
- Window signs
- Temporary signs
- Sign permits

**DOWNTOWN SIGN GRANT
APPLICATION FORM**

Applicant

Name of Business _____

Contact Name _____

Address _____

Phone Work _____

Home _____

Email _____

Project Information

Building Address _____

Legal Description _____

Property Owner (if different from applicant)

Contact Name _____

Phone _____

Email _____

Mailing Address _____

Lease term (if applicable) _____ Lease expiration date _____

Description of Sign Project

Project Schedule (Attach timeline for completion)

Start Date _____ End Date _____

Source of Funds

a. _____ \$ _____

b. _____ \$ _____

Total Cost of Sign Project: \$ _____

Sign Grant Request: \$ _____

25% of project cost, \$3,500 maximum.

Applicant, by virtue of signature on this applicant document and upon acceptance of funds provided by the Longmont Downtown Development Authority, agrees to the terms and requirements of the Downtown Sign Grant Program.

Date **Signature**